**SECURITY ISSUES:  
BIRTH CERTIFICATE  
DOCUMENTS AND  
SYSTEMS**

All facilities should review security arrangements for access to birth certificate resources. These arrangements should include access to specific forms plus privileges to computer and network systems. Resources commonly used in birth certificate preparation include:

- ♦ Standard Certificate of Live Birth
- ♦ Voluntary Acknowledgment of Parentage
- ♦ Affidavit of NonPaternity
- ♦ Parent Worksheets for Birth Certificates
- ♦ Access to the EBC software and database files
- ♦ Network access if EBC is resident on a network.

Birth certificate forms should be available only to authorized staff. Unused forms should be kept in a locked environment, away from casual access. Imperfect documents created prior to a final set of birth certificate documents should be carefully destroyed.

**Additional recommendation:**

Documents prepared at a hospital facility should not be copied and given to parents. Occasionally parents request preliminary copies of Voluntary Acknowledgments or Affidavits of NonPaternity directly from the hospital staff.

All birth records should go directly from the hospital facility to the City/Town Clerk's office where they are inspected and legally recorded by the City/Town Clerk. Providing copies before legal registration can lead to parent misunderstanding and potential misuse of non-recorded documents.

**Registry Technical and Legal Support**

Registry of Vital Records and Statistics

150 Mt.Vernon St., 1<sup>st</sup> FL

Dorchester, MA 02125-3105

Hospital Support (617) 740-2605

Natality Unit FAX (617) 740-2713

**Commonwealth of Massachusetts Internet Sites**<http://www.mass.gov/dph><http://www.mass.gov/dph/bhsre/rvr/rvr.htm><http://www.mass.gov/legis/laws/mgl/>

Department of Public Health

Registry of Vital Records

Massachusetts General Law

**To Order****Registry Forms****Telephone:**

(617)740-2637

FAX: (617)740-2712

**Email**[pedro.fidalgo@state.ma.us](mailto:pedro.fidalgo@state.ma.us)**Data downloads**

Haile G

(617) 740-2644

Haile Gebreegziabher

**Staff Support****Telephone**

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Jane Purtill

(617)740-2625

[jane.purtill@state.ma.us](mailto:jane.purtill@state.ma.us)

Genesis Systems

(717)909-8500

(24 hr/7 day a week pager)

**Legal Registration Support**

June Deloney

(617)740-2665

[june.deloney@state.ma.us](mailto:june.deloney@state.ma.us)

Vital Regulation

Email legal support

[vital.regulation@state.ma.us](mailto:vital.regulation@state.ma.us)**Social Security Inquiries/Fetal Death Issues/Stillbirth Certificate**

Annie B. Hobbs

(617)740-2624

[annie.hobbs@state.ma.us](mailto:annie.hobbs@state.ma.us)**Information  
Booth****EBC SOFTWARE  
VERSION 3.3.22  
APRIL 2003**

Massachusetts birthing hospitals using EBC software received three update disks and installation instructions from Genesis Systems Corporation during April 2003. This update was installed in all EBC sites during May 2003.

The Registry advised that a member of your Information Technology staff review your EBC directory, perform the recommended backup as well as the software installation. Locating the DOS command prompt and the correct EBC directory was a challenge for certain operating system versions. The EBC revision number is now V 3.3.22. Thank you all for the fine cooperation in installing this update!



Revision V 3.3.22 updates the hospital transfer list for all transfer facilities for the mother or the newborn. AIDS/HIV data is no longer collected as part of the birth certificate medical data. Running the correct version of EBC will provide consistent and correct handling of all EBC records. Data problems will occur when a variety of EBC versions are running at the same time at different facilities. Thanks again for your help.

## A NEW LOOK: SECURITY PAPER FOR ALL VITAL RECORDS

The Massachusetts Registry of Vital Records and Statistics now issues all certified copies of birth, marriage and death certificates on security paper.



The new form contains many security features that help to guarantee the validity of all

Massachusetts vital records. The top of the form is clearly identified as a "Certificate of Vital Record" as are the issuing organization, the Massachusetts Department of Public Health and the Registry of Vital Records and Statistics. A watermark containing the seal of the Department of Public Health forms the background of the body of the form with special security fibers. The bottom of the form contains the embossed seal of the Department of Public Health along with the signature of the Registrar. The form clearly states that it is void if it is altered, erased or copied.

The Registry has implemented these changes to meet the standards for issuing vital records recommended by the National Center for Health Statistics. The security of all personal documents has assumed a high priority since 9/11 and these new measures will help to guarantee the authenticity of Massachusetts vital events.

## INTERNET ADDRESSES ON THE EBC NEWSLETTER

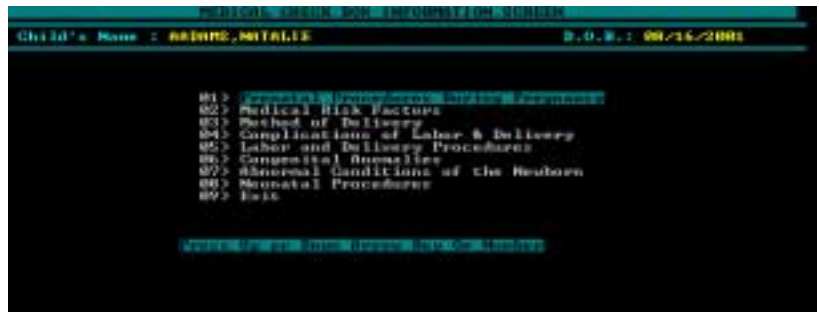
Please note the three new Commonwealth of Massachusetts Internet sites are a permanent part of the Registry Technical and Legal Support box. They are:

- Department of Public Health site
- Registry of Vital Records site
- Massachusetts General Law site

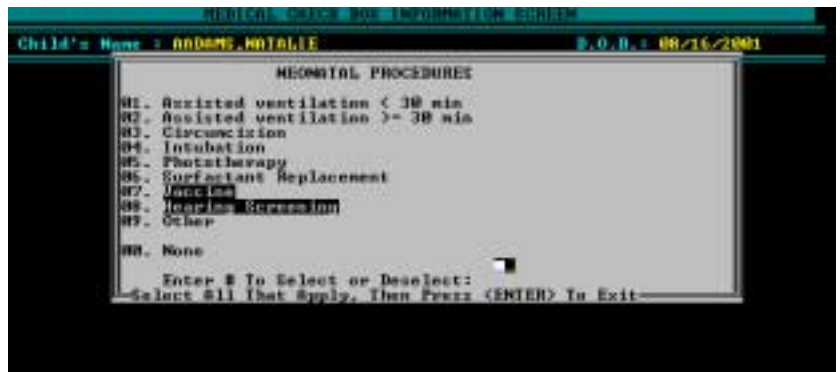


## UNIVERSAL NEWBORN HEARING SCREENING DATA EDITING TECHNIQUES

How do you enter updates to the newborn hearing screening data in EBC? Hearing screening data is normally entered as an update to medical statistical data, after the preliminary birth record has been established in EBC. Because this data is an update, using the Medical Records screen from EBC (F9 – MEDICAL from screen 1) is a quick way of accessing the NEONATAL PROCEDURES screen.



From the Medical screens, it is a quick step to <enter> 8 for Neonatal Procedures which leads directly to Hearing Screening, choice #8.



This is the most direct method of accessing all medical screens, and specifically newborn hearing screening information. A normal exit to this update process asks "Is everything OK?" [Y/N]

## RESIDENT COPIES: WITHIN MASSACHUSETTS ONLY, PLEASE

The Massachusetts Standard Certificate of Live Birth is composed of 4 copies:

1. State copy – Goes to the Registry of Vital Records and Statistics.
2. Occurrence copy - Goes to the community where the birth occurred.
3. Resident copy – Goes to the community where parent(s) reside if different from the city or town of birth.
4. Hospital copy – retained for hospital files, usually Medical Records.

Please note that the resident copy is reserved for distribution within Massachusetts. If a parent resides outside Massachusetts, for instance, in Connecticut, a Massachusetts resident copy is not sent out of state. Similarly, an out of state resident copy received by a Massachusetts Clerk may not be filed with Massachusetts birth records. Out of state birth records cannot be issued in Massachusetts. Parents must go to the out-of-state community or to the appropriate state Registry of Vital Records.